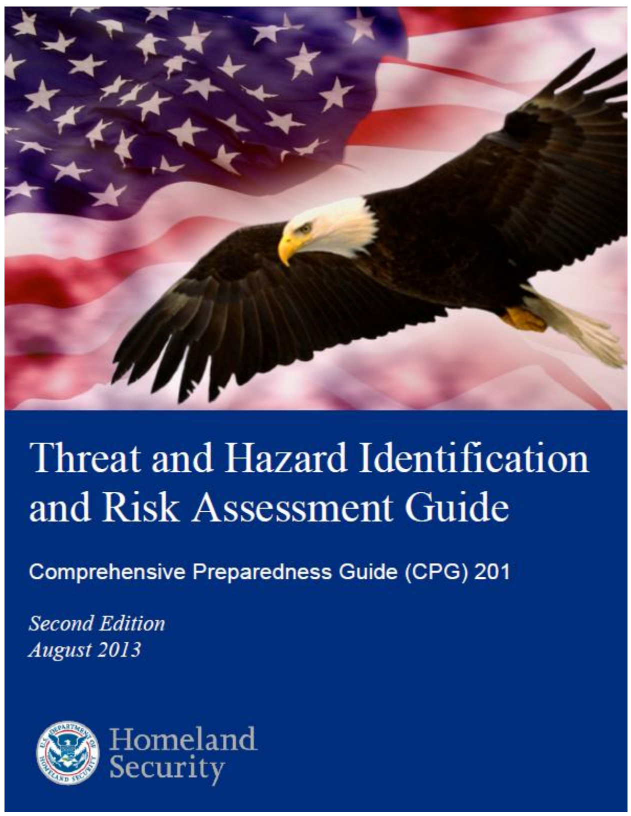
FY 2015 Guidance for completing Local

Threat and Hazard Impact and Risk Assessments



WV Division of Homeland Security and Emergency Management/
Homeland Security State Administrative Agency

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Purpose

The purpose of this guidance is to describe and clarify the state's expectations for how local jurisdictions should conduct, document, and submit a Threat and Hazards Identification and Risk Assessment (THIRA) as a focused, actionable tool for preparedness planning. Completing local THIRAs will help local jurisdictions assess their current capabilities, develop jurisdictional and agency targets, clarify gaps, identify grant investments, and meet the sub-grantee requirement for the Emergency Management Performance Grant. The process outlined in this document will help to standardize the data collection and allow better assessment across the state. Once again, information from completed local THIRAs will be used in the state's 2015 THIRA and State Preparedness Report submissions.

Methodology

The objectives of the 2015 THIRA are to: 1) help a jurisdiction develop and/or refine targets for ten Core Capabilities in the National Preparedness Goal, 2) consider current capacity for these capabilities, 3) identify resources needed to meet each target, and 4) assess which needed resources are presently available. The 2015 THIRA primarily focuses on the Planning; Public Information and Warning; Operational Coordination; Community Resilience; Critical Transportation; Environmental Response, Health and Safety; Mass Care; Operational Communications; Situational Assessment; and Public and Private Services and Resources core capabilities. Additional info is collected on Public Health and Medical Services; Screening, Search, and Detection; Access Control and Identity Verification; Fatality Management; Mass Search and Rescue Operations; and Health and Social Services capabilities. These objectives are met through the four-step process, outlined in the FEMA Comprehensive Preparedness Guide 201 (CPG 201), Second Edition published in August 2013. The 2015 THIRA tool builds on the information collected in 2014.

Step 1 - Threats and Hazards

This step was completed in the 2014 THIRA and does not need to be done again in 2015. Any significant change in local threats and hazards should be noted in question one on page one.

Step 2 - Hazard Scenario Descriptions

This step was also completed in 2014. No additional information is required in 2015.

Step 3 – Capability Targets

In Part I of the tool, a capability target must be developed for each of the ten focus capabilities. A capability target is a description of what the jurisdiction hopes to be able to accomplish for an entire capability or component of a capability. A target will most likely contain multiple sentences and should contain quantifiable measures to help assess whether a jurisdiction can achieve or has accomplished its desired outcomes. Copies of the 2014 state capability targets and other sample targets will be provided and are available on www.dmaps.wv.gov.

Specific questions are included for each of the ten focus capabilities. These questions address particular components of the capabilities, will help local jurisdictions identify areas that need to be addressed, and will help clarify information which the state must annually report to FEMA. Additionally, there are a few questions for six additional capabilities to help the state collect and assess specific gaps, and have proper information to report in the 2015 THIRA and State Preparedness Report. These questions are listed on pages 31 and 32 of the tool.
Finally, the jurisdiction is asked to select three capabilities where the most progress has been made over the last year, and select three capabilities for which there is the greatest danger of the jurisdiction's capacity decreasing. This is done on pages 33 and 34 of the tool.

Step 4 – Apply the Results

Jurisdictions are asked to list all resources necessary to achieve each capability target (except for the Public and Private Services and Resources capability) in the tables in Part II of the 2015 THIRA tool. This list should include plans, procedures and other guidance; administrative and operational personnel; equipment and other supplies; training and educational needs; exercises and other validation measures; and other resources needed to ensure viability of specific capability components. As practical, use of standard NIMS typing names/definitions is encouraged; however, many necessary resources are not typed or fall outside of the scope of typing (i.e. specific training courses, operating guidelines for a specific procedure, administrative personnel). Current NIMS typing definitions can be found at https://rtlt.ptaccenter.org/Public

Following the completion of the assessment, jurisdictions should submit a count of the stakeholders which assisted in the development of the THIRA using the discipline/organizational breakout in Part III (page 44). A person should only be counted in one group though they may fall into multiple categories and contribute information from several perspectives. This information will help the state assess and report the total effort required for completing the THIRA.

Requirements

To complete the 2015 THIRA, jurisdictions are instructed to:

1. Follow the CPG 201 guidance.
2. Incorporate data collected in other assessments, particularly in developing targets, estimating capability, and defining resource requirements.
3. Engage local organizations responsible for each capability being assessed.
4. Complete all the information requested to the best understanding of the jurisdictional representatives.
5. Submit the tool by the deadlines.

Software Requirements

The 2015 tool is a fillable PDF document. To ensure proper function, the latest version of Adobe Reader can be downloaded for free from the Adobe website at https://get.adobe.com/reader/

Submission Format

All required submissions are included in the 2015 Local THIRA tool which will be disseminated to all local jurisdictions. Copies of the tool can be obtained from www.dmaps.wv.gov website, under the FAQ tab. Email copies can be requested from the HS State Administrative Agency. Send request to Charles.W.Bennett@wv.gov

Submission entails sending the entire tool via email to the contacts listed below by the deadline dates.

Submission Deadlines

To ensure jurisdictions are following a logical procedure, there will be two submission deadlines.

By July 31, 2015, jurisdictions should submit the tool with Part I completed.

By September 30, 2015, jurisdictions should submit the tool with Part II and Part III completed. Revisions can also be made to the information in Part I during this time period.

Submission Process

The tool should be submitted via email to Chuck Bennett at Charles.W.Bennett@wv.gov and Tommy Dingess at Tommy.L.Dingess@wv.gov

Please call 304 558-2930 if you are having trouble sending information.

State Points of Contact

- For questions related to the National Preparedness Goal and related doctrine, State THIRA guidance, National Incident Management System (NIMS), or obtaining copies of the THIRA tool, contact Chuck Bennett or David Hoge at the Homeland Security State Administrative Agency at 304 558-2930. Email can be sent to Charles.W.Bennett@wv.gov or David.K.Hoge@wv.gov .
- For questions related to meeting grant requirements for the Emergency Management Performance Grant (EMPG), contact Tommy Dingess or Paul Howard at 304 558-5380. Email can be sent to Tommy.L.Dingess@wv.gov or Paul.S.Howard@wv.gov .